



Town of Hopkinton, NH

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SELECTMEN PUBLIC MEETING MINUTES MONDAY, OCTOBER 15, 2012 Approved October 22, 2012

Chairman Jim O'Brien called a regularly scheduled business meeting of the Board of Selectmen to order at 5:40 PM on Monday, October 15, 2012.

Present:

Jim O'Brien, Chairman
George Langwasser, Selectman
Bryan Pellerin, Selectman
Neal Cass, Town Administrator
Robin Buchanan, Administrative Assessing Assistant

Absent: Tom Congoran and Denis Goddard, Selectman

Public present: Janet Krzyzaniak, Marion Paxton, Merle Dustin, Ken Wilkens, Marilyn Bresaw, Steve Pecora, Donna Dunlop, Barry Needleman, Patti Cass, Don Lane, Nancy Miner, Jeff Yale

I. ADMINISTRATIVE

Selectmen Langwasser made a motion to approve the Consent Agenda. Selectmen Pellerin seconded the motion.

VOTE: O'Brien, Pellerin, and Langwasser voting in favor of the motion;
no votes against, motion passes; 3-0.

II. APPROVAL OF MINUTES

The Board reviewed the minutes of the Public Meeting of October 9, 2012. Selectman Pellerin made a motion, seconded by Selectmen Langwasser to approve the minutes of the Public Meeting.

VOTE: O'Brien, Pellerin, and Langwasser voting in favor of the motion;
no votes against, motion passes; 3-0.

The Board reviewed the minutes of the Non Public Meeting of October 9, 2012. Selectmen Langwasser made a motion, seconded by Selectmen Pellerin.

VOTE: O'Brien, Pellerin and Langwasser voting in favor of the motion;
no votes against, motion passes; 4-0.

III. PUBLIC APPOINTMENTS

Budget Presentations:

Police Chief Steve Pecora: Chief Pecora started his presentation by thanking the Board of Selectmen for their support during the challenges this Town has faced this year. With regards to the budget, Police Chief Pecora there has been no significant changes within budget. It was noted that the building alarms line was transferred to Buildings and Grounds, the travel and meals line is down as well not that most officers do not apply for mileage reimbursement. He further noted a slight increase in vehicle fuel. Chief Pecora stated he has been able to keep the budget steady due to no turnover rate in the department. Chairmen O'Brien inquired if the police department was adequately staffed. Chief Pecora noted he is working with a smaller staff then it was in 2000, noting the department works with great efficiency.

Chief Pecora presented the Emergency Management budget of \$1.00. The reason for the line item is for grant purposes.

Chief Pecora presented the Animal Control budget, noting that most of the expenses are offset by the Ella Tarr Trust.

Interim Fire Chief Jeff Yale: Mr. Cass noted the since the Fire Chief position remains open, the insurance line has been budgeted at a family plan. Interim Fire Chief Yale noted an increase in the computer line, citing he would like to purchase new software that will provide a better, more efficient means of doing all the paperwork that comes with each call. Membership and conferences is up slightly due to the addition of 3 on call employees. All other budgets items have remained constant.

Ambulance: Interim Fire Chief Yale discussed the issue of sick time on the books, which had been a concern with Chief Schaefer. He further stated overtime is up slightly. The other lines which have increased are diesel fuel and medical supplies.

Chairmen O'Brien inquired how things were in the Fire Department. Interim Fire Chief Yale stated things are going well. However, he did note there were two motor vehicle deaths this week in Hopkinton. On a better note, Interim Fire Chief Yale stated the Fire Department's Open House was well attended. Chairmen O'Brien thanked Interim Fire Chief Yale for filling in during this time and for a good job on the budget.

Patti Cass Smith, Don Lane and Nancy Miner, Cemetery Trustees: The budget for 2013 is the same as 2012 except for the line item for the Memorial Gardens. There has more of an interest in cremation and so the Memorial Gardens will need more care and all the headstones are purchased by the Cemetery Trustees so that they will be consistent. It was also noted that Professional Dues is up slightly. Mrs. Smith stated in the past the Trustees have used workers from Merrimack County Jail, but is unsure if the program will be continued into 2013. She noted there is an increase in the number of hours Gerry Babson will be working. He generally starts work in April and does not close the cemeteries to car until the week before Thanksgiving. Selectmen Langwasser inquired if the Trustees have decided about software. Mr. Lane stated the Trustees currently use a very, very large spreadsheet. He noted lack of easy access to reliable information when they are selling a plot. Mr. Lane further noted that Hopkinton has 7 active cemeteries. Mr. Lane also informed the Board that there were about 170 people who attended the Cemetery Walk this past weekend.

Donna Dunlop and Barry Needleman, Library: Mr. Needleman stated the operational budget is the same as 2012. He noted the staff's efforts with regards to heating the building and stated the decrease

in the heating fuel line has decreased with their efforts. Mrs. Dunlop noted that the CIP will show they will be replacing the back part of the roof; they are on a ten year plan for equipment which is what the Library System maintenance fund is for. Selectmen Langwasser inquired if the value of the library building has been checked in light of what happened with the Highway Garage being over assessed by LGC. Mrs. Dunlop stated the value seemed appropriate. She also noted there is a separate policy for the contents of the library. Selectmen Langwasser also inquired as to insurance charge to those using the library. Mrs. Dunlop replied that no private functions are allowed at the library. All groups using the rooms for meetings must be non profit. She estimated that 20 to 30 groups use the space. Mrs. Dunlop also informed the Board that Hopkinton Reads starts this week.

Mrs. Dustin inquired about handrails at the library. Mrs. Dunlop stated she has spoke with John Thayer and he will be looking into putting up a railing.

Marilyn Ceriello Bresaw, Human Services: Mrs. Bresaw stated that her budget for 2013 is the same as 2012 with the exception of Membership and Dues are will be increasing; however, she is unsure at this time how much it will increase. The Welfare Vendors portion of the budget is the same as last year. Discussion ensued as to whether the amount could be dropped to \$65,000.00. Selectmen Langwasser inquired if Mrs. Bresaw had noticed any trends in the department. Mrs. Bresaw said no, but did state that she has some very challenging families.

Selectmen Pellerin informed the Board that he has been asked by a few people as to the operational costs of running the Senior Center. Discussion ensued as to whether or not to break out the expenses, further discussion about what other activities take place at the Senior Center. Marion Paxton stated that once we accepted the building we accept the expense of the building and we need to take care of it. Janet Krzyzaniak stated that she believe the cost to maintain the building was around \$35,000 but that was when the building was only used Monday-Friday 8:00 am to 4:30 pm. Ken Wilkens stated he thought it was \$38,000.

IV. PUBLIC FORUM

No comments from the public

V. OLD BUSINESS

Fire Chief Hiring Process: The Board looked over and made small changes to the job description. Further discussion ensued with regards to posting the job and where to run the posting. Discussion ensued with regards to the members for the Committee, including whether to recruit as opposed to volunteers.

A discussion ensued with regards to whether we truly need a Fire Station Construction Manager at this phase of the process. After much discussion, the member of the board agreed that we do not need a Fire Station Construction Manager at this time.

VI. NEW BUSINESS

Mr. Cass inquired as to the Board setting aside a set amount in the pool for employee compensation. Selectmen Langwasser would like a full board present to discuss the matter. The pool would be used for merit raises based on evaluations. Mr. Cass will be meeting with department heads and building on the evaluations process that was started last year. Chairmen O'Brien asked that the matter be placed on the Agenda for October 29, 2012.

Mr. Cass noted receipt of a letter from Lawrence Collins with regards to dead trees along Rt. 202 across from the Town Hall. As the trees are on a state road, we are obligated to inform the state, however, we

are not allowed to cut them, the state has to. Mr. Cass asked Chairmen O'Brien to sign a response letter to Mr. Collins and a letter to the State informing them of the situation.

The Board looked over the draft letter to be sent with regards to the flood control money and keeping the pressure on the next legislative representative to preserve the efforts made at the last session. The Board approved the draft.

NON-PUBLIC SESSION II-RSA 91-A: 3 II (a) Personnel

Selectman Langwasser moved to go into a non-public session regarding a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Selectman Pellerin seconded the motion.

VOTE: Selectmen Langwasser, Pellerin, and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (3-0).

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:07 p.m. The Board returned to public session at 8:12 p.m.

Vote to seal nonpublic minutes:

Selectman Langwasser moved to seal the minutes of the just completed nonpublic session until March 1, 2013. Selectman Pellerin seconded the motion.

VOTE: Selectmen Langwasser, Pellerin and Chair O'Brien voted in favor, and the Chair declared the motion to have carried unanimously (3-0).

ADJOURNMENT

There being no further business, motion by Selectman Pellerin, seconded by Selectman Langwasser to adjourn the meeting. Vote 3-0 in favor of the motion. The meeting adjourned at 8:13 PM.

Respectfully submitted,

Robin Buchanan
Administrative Assessing Assistant

These minutes are not official until approved by the Board of Selectmen at their meeting.